



Business Intelligence Competency Center Planning

Strategy Assessment Meeting
July 24, 2008

Meeting Agenda

- **Welcome and Introductions**
- **Workshop Participants Administrative Tasks** (commitment, guiding principles, availability, VEAP SharePoint)
- **BI Initiative Update**
- **High Level Planning Overview**
- **Goals for the meeting**
- **Discuss deliverable document for this session's meeting** (Strategy Assessment Outline)
- **Discuss and prioritize output of June 25th Summit** (Present, Future State BI, BICC requirements) **to prepare the Strategy Assessment**
- **Discuss / Overview the BICC Setup Steps**
- **Outline a Strategy Planning Schedule** (# of workshops, tasks for each workshop, expected deliverable)
- **Next Steps / Action Items**
- **Workshop Feedback**



Welcome and Introduction

- Peggy Feldmann, Program Director
- Leonard Nottingham, BI Initiative Manager
- Paul Flanagan, BICC Consultant
- Almeater Alston, BI Initiative Analyst
- Pam Watson, Change Leadership
- Participant Introductions

Administrative Tasks

- Facilities / Meeting Locations
- Commitment / Availability
- Guiding Principles
- SharePoint Site

Business Intelligence Initiative Update

- Business Intelligence RFP
- Shared Environment
 - Sandbox
 - Development
 - Test
 - Production
- “Core 4”
- Pilot Implementations
 - Division of Purchasing Supplies (w/i DGS)
 - Traffic Record Electronic Data System (TREDS – a joint project of DMV / VDOT / VSP)

Business Intelligence Initiative Update

- Things we've heard...
 - What is Business Intelligence (BI)?
 - What capabilities will the BI tool provide?

BICC Planning Overview

BI Summit

June

➤ ***Strategy Assessment*** ***July***

Preliminary Planning

Aug/Sept

- Goals / objectives, business case / plan, performance metrics and roles

Detailed Planning

Oct/Nov

- Details

Workshop Goals

1. Ensure BICC Aligns to Agency Needs
2. Validate / Refine Summit Input
3. Define BICC's role
4. Set road map for further BICC planning

Assessment Report

- Desired future state for BI
 - What does success look like?
 - Refine Summit input
- Challenges
 - How does present state of BI challenge our journey?
 - Priority? Time frame?
 - Refine Summit input

Assessment Report (2)

- BICC Role in meeting these challenges
 - BICC's fit in closing the gaps
 - Priority? Time frame?
 - What will BICC *not* do?
- Critical Strategic Factors
 - Top items affecting operation
 - How will BICC address these?
 - Priority? Time frame?

Process

- Small group work on existing material
- Large group consensus
 - Based on what we know
 - Communication & feedback
 - Everyone has a voice
 - Group decision making
 - What can we live with?
 - Not voting

Key Attitudes



- No one succeeds unless everyone succeeds
- Open questioning of how things are
- Respect for voices from different perspectives
- Incremental change

Desired Future State for BI

- Overview
 - What does success look like?
 - Refine Summit input
- Small groups
- Consensus build the results

Followed by 10 Minute break

Challenges

- Overview
 - How does present state of BI challenge our journey?
 - Priority? Time frame?
 - Refine Summit input
- Small groups
- Consensus build the results

BICC Role

- Overview
 - BICC's fit in closing the gaps
 - Priority? Time frame?
 - What will BICC *not* do?
- Small groups
- Consensus build the results

Followed by 10 Minute break

Critical Strategic Factors

- Overview
 - Top items affecting operation
 - How will BICC address these?
 - Priority? Time frame?
- Small groups
- Consensus build the results

BICC Setup Steps

- Review Handout
- Preliminary Planning (Aug / Sept)
 - Goals / objectives
 - Business case / plan
 - Performance metrics
 - Roles
 - Etc.
- Detailed Planning (Oct / Nov)
 - Details

Outline Planning Schedule

Based on Summit Communications

- A day a week through November
- Combination of meetings and outside of meeting assignments

Based on Participant Availability

- For large group meetings:
Preferences for meeting days and times

Next Steps / Action Items

Participant Homework Assignment
(see last handout in binder)

Workshop Feedback

Quick Discussion

(We would like to hear your comments.)